

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: City Forester****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs an urban forestry program encompassing natural resource conservation, preventative maintenance and reforestation components. Supervises work of employees in forestry programs and maintenance operations. Develops public relations programs and presents public information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | L | Directs forest planning and program development by formulating, organizing, implementing and directing forest inventory, forest management, maintenance operations such as pruning, removal, pest management, natural resource protection, reforestation, nursery operations, wood waste management, enforcing forest policy and codes and implementing public relations programs. |
| 2 | L | Directs and develops forest management and resource protection programs by providing direction for staff and consultants, administering nursery Riparian Forestry and other programs, formulating, recommending and implementing policies, code provisions, specifications and guidelines for forest resource protection, reviewing drawings and specifications and making recommendations to provide for or protect existing trees and other vegetation, monitoring construction projects, providing general supervision, and establishing goals and objectives. |
| 3 | L | Directs forestry maintenance operations by providing oversight and direction, scheduling crews, establishing, implementing and updating standards, establishing goals and objectives, designing collecting and interpreting sample population data of insect and disease organisms, and coordinating ground and aerial pest suppression efforts. |
| 4 | L | Provides administrative duties by preparing annual budgets and initiatives, requisitioning supplies and equipment, monitoring expenditures, preparing bid documents, recommending bid awards, developing, negotiating and administering contracts, preparing and submitting grant proposals and reports, administering and enforcing tree ordinance and arboricultural specification manual. |
| 5 | L | Provides forestry expertise by conducting value loss appraisals, providing court testimony, responding to public complaints and inquiries, providing technical and safety training, conducting tree health assessments and making recommendations, compiling and analyzing technical and statistical data, preparing and presenting reports, investigating violations, negotiating mitigation requirements, and making presentations to public and staff. |
| 6 | S | Effectively utilizes volunteer groups to assist in urban forestry maintenance, special events, and various projects by recruiting, organizing, and training. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad general and technical knowledge in forestry, urban forestry, natural resource management, horticulture, arboriculture, nursery management, soils management, image interpretation, computer applications, and public administration. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Four years experience in Forestry, Urban Forestry, Arboriculture, Horticulture, Natural Resource Management, or a closely related degree. Three years supervisory experience. |
| Certifications and Other Requirements | Valid Driver's License, Certified Arborist, Virginia Commercial Pesticide Applicator |
| Reading | Work requires the ability to read plans, blueprints, scaled drawings, construction specifications, aerial photographs, surveys, maps, forms, records, and legal documents . |
| Math | Work requires the ability to perform algebra, geometry, general math calculations such as addition, subtraction, multiplication and division, and statistical analysis. Mathematical/physics principles related to rigging and roping applications. |
| Writing | Work requires the ability to write management plans, construction specifications, codes and regulations, press releases, feature articles, public relations, and educational materials. |
| Managerial | Managerial responsibilities include planning and implementing forestry programs, various projects, and public events. |
| Budget Responsibility | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity | Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, sales representatives and the general public. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Inspecting trees, field meetings, construction sites |
| Sitting | F | Computer, desk work, driving, meetings |
| Walking | F | Construction sites, inspections |
| Lifting | O | Office supplies, wood debris, tools, books |
| Carrying | O | Office supplies, wood debris, tools, books |
| Pushing/Pulling | O | Removing wood debris from truck |
| Reaching | F | Construction sites, inspections, office supplies |
| Handling | F | Papers, small tools, materials |
| Fine Dexterity | F | Computer keyboard, writing, calculator, using tools |
| Kneeling | O | Inspections, root excavations |
| Crouching | O | Inspections, root excavations |
| Crawling | N | |
| Bending | O | Retrieving items from shelves |
| Twisting | R | Stocking supplies |
| Climbing | R | Trees, ladders |
| Balancing | R | Trees, ladders |
| Vision | C | Computer, desk work, inspections, driving |
| Hearing | C | Staff, supervisor, citizens, meetings, telephone |
| Talking | F | Staff, supervisor, citizens, meetings, telephone |
| Foot Controls | F | Driving |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, adding machine, calculator, hand held drill, diameter tape, binoculars, camera, vehicle, radio, probe, pH meter, GPS equipment, clinometer, increment borer, aerial photos, maps, surveys, compass, diagnostic tools, laser range finder, electronic data collectors, computer, scanner, Standard Microsoft Windows and Office software, Tree Manager Windows, ArcView

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | M | Dirt and Dust | D |
| Chemical Hazards | S | Extreme Temperatures | S |
| Electrical Hazards | M | Noise and Vibration | M |
| Fire Hazards | M | Fumes and Odors | M |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | S | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, respirator, safety glasses, hard hat, gloves, hearing protection, chainsaw chaps, insect repellent

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | O |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)